

SEALING OF RECORDS

Conviction / Acquittal / Dismissal



CLARK COUNTY DISTRICT ATTORNEY'S OFFICE

NOTICE:

This Website contains instructions for using the Clark County District Attorney's record sealing stipulation process.

Per statute, a current, verified copy of **petitioner's criminal history must accompany the Petition to Seal Records**. This information is used in the legal forms for sealing arrest records. Therefore, a criminal history (SCOPE printout), including all arrests in Clark County and microfiche, if applicable, should be obtained from the:

LAS VEGAS METROPOLITAN POLICE DEPARTMENT

400 S. MARTIN LUTHER KING BLVD

LAS VEGAS, NEVADA 89101

(702) 828-3475 AND/OR (702) 828-3476

No section of this Website should be construed as providing legal advice. Record sealing is a highly sensitive area. You are encouraged to consult with private legal counsel.

CLARK COUNTY DISTRICT ATTORNEY'S OFFICE

REVISED JULY 2012

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THE PROCESS

Step 1

Get a criminal history (SCOPE printout) from the

Las Vegas Metropolitan Police Department
400 S. Martin Luther King Blvd, Las Vegas, Nevada 89106
Telephone: (702) 828-3475

Step 2

Prepare legal forms with arrest information on SCOPE.

Step 3

Give original and three (3) copies of legal forms (Petition, Affidavit, Order and SCOPE) to the District Attorney's Office for review. The originals and copies will be returned to you. Also include a 10" x 14" self-addressed envelope with a minimum of \$2.00 in postage. Your documents will be mailed to you.

MAIL TO: Record Sealing Coordinator
 Office of the District Attorney
 200 Lewis Avenue, Room 3305
 P.O. Box 552212
 Las Vegas, NV 89155-2212

-- OR --

DELIVER TO: Office of the District Attorney
 Regional Justice Center, 3rd Floor
 200 Lewis Avenue
 Las Vegas, NV 89155

Step 4

If the District Attorney's Office signs the Order, give the original and copies of the forms (Petition, Affidavit, Order and SCOPE) to the appropriate Court Clerk. You will be responsible for paying the filing fee required by the Court with which you file.

Step 5

If and when the Order is signed by a Judge, send a copy of the filed Order to the agencies involved including the District Attorney's Office. Your records will not be sealed by our office until a conformed copy of the filed Order has been submitted to us.

STATUTORY REQUIREMENTS

NRS 179.245 Sealing records after conviction: Persons eligible; petition; notice; hearing; order.

1. Except as otherwise provided in subsection 5 and [NRS 176A.265](#), [179.259](#) and [453.3365](#), a person may petition the court in which he was convicted for the sealing of all records relating to a conviction of:

(a) A category A or B felony after 15 years from the date of his release from actual custody or discharge from parole or probation, whichever occurs later;

(b) A category C or D felony after 12 years from the date of his release from actual custody or discharge from parole or probation, whichever occurs later;

(c) A category E felony after 7 years from the date of his release from actual custody or discharge from parole or probation, whichever occurs later;

(d) Any gross misdemeanor after 7 years from the date of his release from actual custody or discharge from probation, whichever occurs later;

(e) A violation of [NRS 484C.110](#) other than a felony, or a battery which constitutes domestic violence pursuant to [NRS 33.018](#) other than a felony, after 7 years from the date of his release from actual custody or from the date when he is no longer under a suspended sentence, whichever occurs later; or

(f) Any other misdemeanor after 2 years from the date of his release from actual custody or from the date when he is no longer under a suspended sentence, whichever occurs later.

2. A petition filed pursuant to subsection 1 must:

(a) Be accompanied by current, verified records of the petitioner's criminal history received from:

(1) The Central Repository for Nevada Records of Criminal History; and

(2) The local law enforcement agency of the city or county in which the conviction was entered;

(b) Include a list of any other public or private agency, company, official or other custodian of records that is reasonably known to the petitioner to have possession of records of the conviction and to whom the order to seal records, if issued, will be directed; and

(c) Include information that, to the best knowledge and belief of the petitioner, accurately and completely identifies the records to be sealed.

3. Upon receiving a petition pursuant to this section, the court shall notify the law enforcement agency that arrested the petitioner for the crime and:

(a) If the person was convicted in a district court or Justice Court, the prosecuting attorney for the county;

or

(b) If the person was convicted in a municipal court, the prosecuting attorney for the city. The prosecuting attorney and any person having relevant evidence may testify and present evidence at the hearing on the petition.

4. If, after the hearing, the court finds that, in the period prescribed in subsection 1, the petitioner has not been charged with any offense for which the charges are pending or convicted of any offense, except for minor moving or standing traffic violations, the court may order sealed all records of the conviction which are in the custody of the court, of another court in the State of Nevada or of a public or private agency, company or official in the State of Nevada, and may also order all such criminal identification records of the petitioner returned to the file of the court where the proceeding was commenced from, including, but not limited to, the Federal Bureau of Investigation, the California Bureau of Identification and Information, sheriffs' offices and all other law enforcement agencies reasonably known by either the petitioner or the court to have possession of such records.

5. A person may not petition the court to seal records relating to a conviction of a crime against a child or a sexual offense.

6. If the court grants a petition for the sealing of records pursuant to this section, upon the request of the person whose records are sealed, the court may order sealed all records of the civil proceeding in which the records were sealed.

7. As used in this section:

(a) "Crime against a child" has the meaning ascribed to it in [NRS 179D.210](#).

(b) "Sexual offense" means:

(1) Murder of the first degree committed in the perpetration or attempted perpetration of sexual assault or of sexual abuse or sexual molestation of a child less than 14 years of age pursuant to paragraph (b) of subsection 1 of [NRS 200.030](#).

(2) Sexual assault pursuant to [NRS 200.366](#).

(3) Statutory sexual seduction pursuant to [NRS 200.368](#), if punishable as a felony.

(4) Battery with intent to commit sexual assault pursuant to [NRS 200.400](#).

(5) An offense involving the administration of a drug to another person with the intent to enable or assist the commission of a felony pursuant to [NRS 200.405](#), if the felony is an offense listed in this paragraph.

(6) An offense involving the administration of a controlled substance to another person with the intent to enable or assist the commission of a crime of violence pursuant to [NRS 200.408](#), if the crime of violence is an offense listed in this paragraph.

(7) Abuse of a child pursuant to [NRS 200.508](#), if the abuse involved sexual abuse or sexual exploitation.

(8) An offense involving pornography and a minor pursuant to [NRS 200.710](#) to [200.730](#), inclusive.

(9) Incest pursuant to [NRS 201.180](#).

(10) Solicitation of a minor to engage in acts constituting the infamous crime against nature pursuant to [NRS 201.195](#).

(11) Open or gross lewdness pursuant to [NRS 201.210](#), if punishable as a felony.

(12) Indecent or obscene exposure pursuant to [NRS 201.220](#), if punishable as a felony.

(13) Lewdness with a child pursuant to [NRS 201.230](#).

(14) Sexual penetration of a dead human body pursuant to [NRS 201.450](#).

(15) Luring a child or mentally ill person pursuant to [NRS 201.560](#), if punishable as a felony.

(16) An attempt to commit an offense listed in subparagraphs (1) to (15), inclusive.

NRS 179.255 Sealing records after dismissal or acquittal: Petition; notice; hearing; order.

1. If a person has been arrested for alleged criminal conduct and the charges are dismissed or such person is acquitted of the charges, the person may petition:

(a) The court in which the charges were dismissed, at any time after the date the charges were dismissed; or

(b) The court in which the acquittal was entered, at any time after the date of the acquittal, for the sealing of all records relating to the arrest and the proceedings leading to the dismissal or acquittal.

2. A petition filed pursuant to this section must:

(a) Be accompanied by a current, verified record of the criminal history of the petitioner received from the local law enforcement agency of the city or county in which the petitioner appeared in court;

(b) Include a list of any other public or private agency, company, official and other custodian of records that is reasonably known to the petitioner to have possession of records of the arrest and of the proceedings leading to the dismissal or acquittal and to whom the order to seal records, if issued, will be directed; and

(c) Include information that, to the best knowledge and belief of the petitioner, accurately and completely identifies the records to be sealed.

3. Upon receiving a petition pursuant to this section, the court shall notify the law enforcement agency that arrested the petitioner for the crime and:

(a) If the charges were dismissed or the acquittal was entered in a district court or Justice Court, the prosecuting attorney for the county; or

(b) If the charges were dismissed or the acquittal was entered in a municipal court, the prosecuting attorney for the city. The prosecuting attorney and any person having relevant evidence may testify and present evidence at the hearing on the petition.

4. If, after the hearing, the court finds that there has been an acquittal or that the charges were dismissed and there is no evidence that further action will be brought against the person, the court may order sealed all records of the arrest and of the proceedings leading to the acquittal or dismissal which are in the custody of the court, of another court in the State of Nevada or of a public or private company, agency or official in the State of Nevada.

NRS 179.259 Sealing records after completion of program for reentry: Persons eligible; procedure; order; inspection of sealed records by professional licensing board.

1. Except as otherwise provided in subsections 3 and 4, 5 years after an eligible person completes a program for reentry, the court may order sealed all documents, papers and exhibits in the eligible person's record, minute book entries and entries on dockets, and other documents relating to the case in the custody of such other agencies and officers as are named in the court's order. The court may order those records sealed without a hearing unless the Division of Parole and Probation of the Department of Public Safety petitions the court, for good cause shown, not to seal the records and requests a hearing thereon.

2. If the court orders sealed the record of an eligible person, the court shall send a copy of the order to each agency or officer named in the order. Each such agency or officer shall notify the court in writing of its compliance with the order.

3. A professional licensing board is entitled, for the purpose of determining suitability for a license or liability to discipline for misconduct, to inspect and to copy from a record sealed pursuant to this section.

4. A person may not petition the court to seal records relating to a conviction of a crime against a child or a sexual offense.
5. As used in this section:
 - (a) "Crime against a child" has the meaning ascribed to it in [NRS 179D.210](#).
 - (b) "Eligible person" means a person who has:
 - (1) Successfully completed a program for reentry to which he participated in pursuant to to [NRS 209.4886](#), [209.4888](#), [213.625](#) or [213.632](#); and
 - (2) Been convicted of a single offense which was punishable as a felony and which did not involve the use or threatened use of force or violence against the victim. For the purposes of this subparagraph, multiple convictions for an offense punishable as a felony shall be deemed to constitute a single offense if those offenses arose out of the same transaction or occurrence.
 - (c) "Program for reentry" means:
 - (1) A correctional program for reentry of offenders and parolees into the community that is established by the Director of the Department of Corrections pursuant to [NRS 209.4887](#); or
 - (2) A judicial program for reentry of offenders and parolees into the community that is established in a judicial district pursuant to [NRS 209.4883](#).
 - (d) "Sexual offense" has the meaning ascribed to it in paragraph (b) of subsection 7 of [NRS 179.245](#).

NRS 179.265 Rehearings after denial of petition: Time for; number.

1. A person whose petition is denied under [NRS 179.245](#) or [179.255](#) may petition for a rehearing not sooner than 2 years after the denial of the previous petition.
2. No person may petition for more than two rehearings.

NRS 179.275 Order sealing records: Distribution to Central Repository and persons named in order; compliance.

Where the court orders the sealing of a record pursuant to [NRS 176A.265](#), [179.245](#), [179.255](#), [179.259](#) or [453.3365](#), a copy of the order must be sent to:

1. The Central Repository for Nevada Records of Criminal History; and
2. Each public or private company, agency or official named in the order, and that person shall seal the records in his custody which relate to the matters contained in the order, shall advise the court of his compliance, and shall then seal the order.

NRS 179.285 Order sealing records: Effect; proceedings deemed never to have occurred; restoration of civil rights.

Except as otherwise provided in [NRS 179.301](#):

1. If the court orders a record sealed pursuant to [NRS 176A.265](#), [179.245](#), [179.255](#), [179.259](#) or [453.3365](#):
 - (a) All proceedings recounted in the record are deemed never to have occurred, and the person to whom the order pertains may properly answer accordingly to any inquiry, including, without limitation, an inquiry relating to an application for employment, concerning the arrest, conviction, dismissal or acquittal and the events and proceedings relating to the arrest, conviction, dismissal or acquittal.
 - (b) The person is immediately restored to the following civil rights if his civil rights previously have not been restored:
 - (1) The right to vote;
 - (2) The right to hold office; and
 - (3) The right to serve on a jury.
2. Upon the sealing of his records, a person who is restored to his civil rights must be given an official document which demonstrates that he has been restored to the civil rights set forth in paragraph (b) of subsection 1.
3. A person who has had his records sealed in this State or any other state and whose official documentation of the restoration of his civil rights is lost, damaged or destroyed may file a written request with a court of competent jurisdiction to restore his civil rights pursuant to this section. Upon verification that the person has had his records sealed, the court shall issue an order restoring the person to the civil rights to vote, to hold office and to serve on a jury. A person must not be required to pay a fee to receive such an order.
4. A person who has had his records sealed in this State or any other state may present official documentation that he has been restored to his civil rights or a court order restoring his civil rights as proof that he has been restored to the right to vote, to hold office and to serve as a juror.

NRS 179.295 Reopening of sealed records.

1. The person who is the subject of the records that are sealed pursuant to [NRS 176A.265](#), [179.245](#), [179.255](#), [179.259](#) or [453.3365](#) may petition the court that ordered the records sealed to permit inspection of the records by a person named in the petition, and the court may order such inspection. Except as otherwise provided in this section and [NRS 179.259](#) and [179.301](#), the court may not order the inspection of the records under any other circumstances.
2. If a person has been arrested, the charges have been dismissed and the records of the arrest have been sealed, the court may order the inspection of the records by a prosecuting attorney upon a showing that as a result of newly discovered evidence, the person has been arrested for the same or similar offense and that there is sufficient evidence reasonably to conclude that he will stand trial for the offense.
3. The court may, upon the application of a prosecuting attorney or an attorney representing a defendant in a criminal action, order an inspection of such records for the purpose of obtaining information relating to persons who were involved in the incident recorded.
4. This section does not prohibit a court from considering a conviction for which records have been sealed pursuant to [NRS 176A.265](#), [179.245](#), [179.255](#), [179.259](#) or [453.3365](#) in determining whether to grant a petition pursuant to [NRS 176A.265](#), [179.245](#), [179.255](#), [179.259](#) or [453.3365](#) for a conviction of another offense.

NRS 179.301 Inspection of sealed records by certain agencies.

1. The State Gaming Control Board and the Nevada Gaming Commission and their employees, agents and representatives may inquire into and inspect any records sealed pursuant to [NRS 179.245](#) or [179.255](#), if the event or conviction was related to gaming, to determine the suitability or qualifications of any person to hold a state gaming license, manufacturer's, seller's or distributor's license or registration as a gaming employee pursuant to [chapter 463](#) of NRS. Events and convictions, if any, which are the subject of an order sealing records:
 - (a) May form the basis for recommendation, denial or revocation of those licenses.
 - (b) Must not form the basis for denial or rejection of a gaming work permit unless the event or conviction relates to the applicant's suitability or qualifications to hold the work permit.
2. A prosecuting attorney may inquire into and inspect any records sealed pursuant to [179.245](#) or [179.255](#), if:
 - (a) The records relate to a violation or alleged violation of [NRS 202.575](#); and
 - (b) The person who is the subject of the records has been arrested or issued a citation for violating NRS 202.575.
3. The Central Repository for Nevada Records of Criminal History and its employees may inquire into and inspect any records sealed pursuant to [NRS 179.245](#) or [179.255](#) that constitute information relating to sexual offenses, and may notify employers of the information in accordance with [NRS 179A.180](#) to [179A.240](#), inclusive.
4. Records which have been sealed pursuant to NRS 179.245 or 179.255 and which are retained in the statewide registry established pursuant to [NRS 179B.200](#) may be inspected pursuant to [chapter 179B](#) of NRS by an officer or employee of the Central Repository for Nevada Records of Criminal History or a law enforcement officer in the regular course of his duties.
5. As used in this section:
 - (a) "Information relating to sexual offenses" means information contained in or concerning a record of criminal history, or the records of criminal history of the United States or another state, relating in any way to a sexual offense.
 - (b) "Sexual offense" has the meaning ascribed to it in [NRS 179A.073](#).

GUIDELINES" FOR UTILIZING THE STIPULATION PROCESS

Criminal History Records

Get a current, verified copy of your criminal history (SCOPE printout) *for the purpose of sealing records* (including offline microfiche entries) from The Las Vegas Metropolitan Police Department. **Petitioner will be required to pay the fee for this service.** The SCOPE that is to be attached to the record sealing packet must be obtained within 45 days of submission to our office. If you have questions or need an interpretation of SCOPE entries, you should call (702) 828 3475.

Court of Jurisdiction

The Clark County District Attorney cannot stipulate to Petitions to Seal Records that include arrests or convictions under **Municipal Court** jurisdiction. Arrests or convictions that occurred under the jurisdiction of one of the municipal courts or prosecuted by a city attorney must be ruled on by the municipal court that handled the case. Requests for stipulations to seal municipal criminal records should be submitted to the city attorney of proper jurisdiction (see page 8).

The Eighth Judicial **District Court**, the highest Court in the County, can be petitioned to seal all charges within justice and district courts of Clark County.

There are several **Justice Courts** within Clark County. Therefore, the specific township where the case was, or would have been, prosecuted should be listed in the heading of the Petition and Order. One Petition and Order can seal charges within multiple townships. For example, the heading of the Petition and Order could be Las Vegas Justice Court if sealing charges within Las Vegas, Henderson and/or North Las Vegas Townships.

Preparation of Forms

Only one (1) Petition, Affidavit and Order is required to seal all records within Clark County. Sample forms can be found in the "Record Sealing Forms" section. Both the Petition and Order should accurately and completely list each arrest to be sealed, one below the other, in the body of the Petition and Order. Minimally, the following information is required for each arrest:

SAMPLE:

Agency:	}	Agency, date & charge are found on an "AR" or "MS" SCOPE entry line only!
Date:		
Charge:		
Disposition:		

Per statute, the petition and order should include a list of agencies reasonably known to the petitioner to have possession of records to be sealed. The Las Vegas Metropolitan Police Department and Clark County District Attorney are always listed in the Petition and Order as agencies to seal records.

All information, and the self-addressed mailing envelope, must be provided. Receipt of partial information will delay processing. If the criminal history (SCOPE printout) as received from the Las Vegas Metropolitan Police Department, does not include a final disposition for an arrest or citation, the **petitioner must provide documentation of the final disposition from the court where the arrest/citation was filed or from the law enforcement agency involved.**

Submittal of Forms

The District Attorney's Office only reviews cases for sealing records that have resulted in charges from either a Justice Court township jurisdiction or Clark County District Court.

If a petitioner wishes to have their record sealed from any citation/charge(s) that occurred within a city jurisdiction only, then the Petition Order and request for stipulation should be submitted directly to the appropriate City Attorney's Office such as North Las Vegas, Henderson, etc. All multiple jurisdiction charges should be filed on District Court forms.

The petitioner is to sign the original Petition, Affidavit and Order. The following documents should be dropped off or mailed to the District Attorney's Office, 200 Lewis Avenue, Room 3305, P O Box 552212, Las Vegas, Nevada 89155-2212:

1. Original and 3 copies of the Petition (including Affidavit)
2. Original and 3 copies of the Order
3. Criminal history (SCOPE printout) and 3 copies of SCOPE as received from the Las Vegas Metropolitan Police Department
4. Judgment of Conviction and discharge from probation or other form of successful completion of requirements if petitioning to seal records pursuant to NRS 176A.265, 179.259 and/or 453.3365. Judgment of Conviction and discharge papers can be obtained from the District Court Clerk, 200 Lewis Avenue, Las Vegas, Nevada 89155.
5. A 10" x 14" self-addressed envelope with a minimum of \$2.00 postage attached.

The District Attorney's Office will keep one copy of all forms submitted. The stipulation process takes 10-12 weeks within the District Attorney's Office. Your originals and extra copies will be returned to you by mail, in the envelope you've provided, following the review.

Approval

If the Order has been signed by the District Attorney's Office, take the originals and copies of the Petition, Affidavit and Order to the Clerk of the appropriate court. District Court documents are filed on the 3rd Floor of the Regional Justice Center, 200 Lewis Avenue, Las Vegas, Nevada. Justice Court documents are filed in the appropriate township. Call the Clerk of the Court (See Frequently Called Numbers – Pg. 13) for applicable filing fees and acceptable forms of payment. The Clerk of the appropriate Court can also advise regarding requirements/fees required to obtain certified copies of the Order.

The Clerk of the Court will submit your forms to a Judge for review and signature. Ask the Clerk how your copies will be returned to you. Except where the Court orders otherwise, it is the responsibility of the Petitioner to distribute copies of the filed order to the agencies involved.

A certified copy of the Order, signed by a Judge, should be distributed to the law enforcement agencies, courts, and prosecuting officials named in the Petition and Order including the District Attorney's Office. A certified copy of the Order should also be retained for your records.

Denial

If the Order is rejected or not signed by the District Attorney's Office, there will be an explanation accompanying your paperwork. You can either correct/change the paperwork as requested or petition the court for a hearing before a judge. The petitioner must notify the District Attorney's Office if a hearing is scheduled.

FREQUENTLY CALLED NUMBERS

Clark County Area Code is 702

Use Area Code 775 for Outside Clark County

Eighth Judicial District Court

Records Information- Clark County Clerk's Office 671-0530

Justice Courts

Boulder City..... 455-8000
Bunkerville..... 1-702-346-5711
Goodsprings 874-1405
Henderson 455-7951
Las Vegas..... 671-3116
Laughlin 298-4622
Mesquite..... 1-702-346-5298
Moapa 1-702-864-2333
Moapa Valley..... 1-702-397-2840
North Las Vegas 455-7801
Searchlight 297-1252

Legal Aid Center of Southern Nevada..... 386-1070

Municipal Court / Prosecuting Official

Boulder City..... 293-9278..... 293-9238
Henderson 267-3300..... 267-1200
Las Vegas..... 229-6575..... 229-6201
Mesquite..... 1-702-346-5291 1-702-346-5181
North Las Vegas 633-1130..... 633-2100

Nevada Criminal History Records Repository 1-775-684-6262

FREQUENTLY ASKED QUESTIONS

How do I expunge my records? Nevada statutes allow for sealing of criminal records. Therefore, expunging the record is not an option. Sealed records are not destroyed; they are removed from public access.

What does it cost to seal records? The District Attorney's Office does not charge for stipulating to sealing records. However, you must include 10" x 14" self addressed envelope with at least \$2.00 in postage attached to it. When you file with the clerk of the court, you must pay their fees.

What does it cost for a criminal history (SCOPE printout)? Call the Las Vegas Metropolitan Police Department at (702) 828-3475 for applicable fees.

I have my criminal history. How do I know if my record is sealable? (See [Statutory Requirements](#)). If you are uncertain if your record is sealable, you should consult with private legal counsel.

What is the court filing fee? Call the appropriate Court Clerk ([Frequently Called Numbers](#)) for the filing fee and acceptable form of payment.

What SCOPE entries relate to arrest information? "AR" or "MS" SCOPE entries relate to arrest information. The arresting agency, date of arrest and charge are found on an "AR" or "MS" SCOPE entry line only.

I have multiple arrests. Do I prepare a set of forms for each arrest? No. Only one set of forms is prepared for either the District Court or the appropriate township Justice Court. Each arrest entry is listed, one below the other, in the body of one (1) Petition and (1) Order.

What do I give to the District Attorney's Office? The following documents should be submitted to the District Attorney's Office:

1. Signed original and three (3) copies of the Petition, Affidavit and Order,
2. Original and (3) copies of the criminal history (SCOPE printout),
3. If applicable, a copy of the District Court Judgment of Conviction and discharge from probation, or other form of successful completion of requirements, if petitioning to seal records pursuant to [NRS 176A.265](#), [179.259](#) and/or [453.3365](#).
4. A 10" x 14" self addressed envelop with at least \$2.00 in postage attached to it.

How long does the District Attorney's stipulation process take? 10-12 weeks within the District Attorney's Office pending review. The forms will be returned by mail, in the envelope you have provided.

How long does it take the Court to process record sealing forms? Call the appropriate Court Clerk ([Frequently Called Numbers](#)) and ask for the current time frames.

How long does it take the Las Vegas Metropolitan Police Department to seal records? Call LVMPD at (702) 828-3475 and ask for the current time frames.

How do I seal my juvenile records? Chapter 62H, Records Related to Children, governs the sealing of juvenile records. The Juvenile Court is the court of jurisdiction. You should first contact the probation officer who handled the case by calling (702) 455-5290. If there was not a probation officer involved or if you have a legal question regarding the sealing of juvenile records, you can call the Juvenile Division of the Clark County District Attorney's Office at (702) 455-5320.

How do I get a pardon? The Nevada Board of Pardons Commissioners is comprised of the Governor, the Attorney General and members of the Nevada Supreme Court. (See Nevada Revised Statutes 213.020). You can obtain an application for a pardon by writing to:

EXECUTIVE SECRETARY OF THE PARDONS BOARD

1445 HOT SPRINGS ROAD, SUITE 108-B

CARSON CITY, NEVADA 89711

Or, you can download the form from the following site:

<http://www.silversource.state.nv.us/forms/parole/parole2.pdf>

How do I restore my civil rights? If you have satisfied the statutory criteria for sealing records, the District Court record sealing forms incorporate restoration of civil rights. Call Parole and Probation at (775) 684-2605 if you are not eligible to seal records or if you have questions.

Where can I get the record sealing forms? User friendly forms are available in the Record Sealing Forms section.

Who do I contact if I have a question about the record sealing process? We suggest you contact private counsel or The Legal Aid Center of Southern Nevada.

POTENTIAL AGENCIES INVOLVED FOR SEALING RECORDS

(List only the agencies involved in your request to seal records in the petition and order)

Boulder City Justice Court

Boulder City Municipal Court and City Attorney

Boulder City Police Department

Bunkerville Justice Court

Clark County District Attorney

Goodsprings Justice Court

Henderson Justice Court

Henderson Municipal Court and City Attorney

Henderson Police Department

Las Vegas Justice Court

Las Vegas Metropolitan Police Department

Las Vegas Municipal Court and City Attorney

Laughlin Justice Court

Mesquite Justice Court

Mesquite Municipal Court and City Attorney

Moapa Justice Court

Moapa Valley Justice Court

Nevada Attorney General

Nevada Department of Corrections

Nevada Department of Motor Vehicles and Public Safety

Nevada Department of Parole and Probation

Nevada Gaming Control Board

North Las Vegas Justice Court

North Las Vegas Municipal Court and City Attorney

North Las Vegas Police Department

Searchlight Justice Court



Record Sealing Forms Instructions

The legal documents (petition, affidavit and order) are prepared with arrest information as reflected on your criminal history (SCOPE). You cannot proceed without this information. (See [Guideline for Utilizing the Stipulation Process –Criminal History Records](#))

How do I determine my Court of Jurisdiction? (See [Guidelines for Utilizing the Stipulation Process – Court of Jurisdiction](#))

How do I go from field to field in the forms?

Press F11 – Type the requested information and press F11 again to navigate to the next field.

Example of inserts:

Attorney or Petitioner's Name	=	F11 + John Doe + F11
Bar # (if attorney)	=	Space bar if not represented by counsel + F11
Street Address	=	1234 Main Street + F11
City, State & Zip Code	=	Las Vegas, Nevada 89000 + F11
Telephone Number	=	(702) 123-4567

The Internet forms are not protected and allow for the insertion of required information. The forms allow for the sealing of multiple arrests entries. This will enable you to insert all sealable events, one underneath the other, in the body of the petition and order. Each sealable entry should include the date of arrest, the name of the arresting agency and charge(s) and final disposition. Attachments listing sealable items are not acceptable to the court.

NOTICE:

The following forms contain information
as recommended by the District Attorney's Office
for sealing of criminal records.

Microsoft WORD Documents

For user friendly, fill in the blank form, or to print a sample.

Click the appropriate District or Justice Court link below.

[District Court Forms](#)

or

[Justice Court Forms](#)

***NO PORTION OF THIS WEBSITE SHOULD BE CONSTRUED AS
PROVIDING LEGAL ADVICE. RECORD SEALING IS A HIGHLY
SENSITIVE AREA. YOU ARE ENCOURAGED TO CONSULT WITH
PRIVATE LEGAL COUNSEL.***
